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1916

THE

LIBRARY

Twelfth Annual Report
of the
Carnegie Public Library
of Ottawa
Canada



For the Year 1916

Withdrawn from Carnegie Library

ЭНТ
РАЯТРО ИНОЛ
УРАЯЛУ

Twelfth Annual Report
of the
Carnegie Public Library
of Ottawa



For the Year 1916

THE LIBRARY OF THE

AUG 1 1952

UNIVERSITY OF ILLINOIS

ЭНТ
РАЯТРО ННОЛ
УРАСЕЛ

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1916

CARNEGIE PUBLIC LIBRARY.

BOARD, 1916.

MR. W. G. BLACK.

MR. P. M. COTÉ, (Chairman).

MR. J. E. DOYLE.

MR. S. McCLENAGHAN.

HIS WORSHIP THE MAYOR.

DR. J. H. PUTMAN.

MR. J. R. REID.

MR. R. A. SPROULE.

DR. R. E. VALIN.

MR. W. J. SYKES,
(Librarian and Sécy-Treasurer)

Handwritten note: 1916-1917 1918-1919

527 2712
057

STAFF, 1916.

Librarian

MR. W. J. SYKES.

Reference Librarian

MR. A. E. PROULX.

Cataloguer

MISS A. A. MASSON.

Chief Circulating Dept.

MISS S. E. DRYSDALE.

Children's Librarian

MISS M. SOLOMON.

Librarian's Secretary

MISS A. HOLZMAN.

Assistants.

MRS. U. CUSSON.

MISS B. McMEEKIN.

MISS G. MAJOR.

MISS A. ROY.

MISS G. ARBIQUE.

(Appointed March, 1916).

(Resigned Feb. 1916).

MISS B. MCGREGOR,

(Appointed September, 1916).

MISS M. E. JOLICOEUR.

MISS K. HOLMDEN.

New Edinburgh Branch

MR. M. MACDONALD.

MISS J. SPROULE,

(Resigned August, 1916).

Ottawa South Branch

MISS E. J. FAIRBAIRN.

MISS A. M. McELROY.

(Resigned November, 1916).

West End Branch

MISS K. MURPHY.

MISS M. GARNER.

CIRCULATION

During the year 1916 the Ottawa Public Library in spite of conditions adverse to growth has made a slight advance. The total number of books lent out was 246,810 including 1,485 mounted pictures—a figure 2,018 in excess of the total for 1915.

The Central Library was not used by either as many adults or children as in the preceding year. The figures as to books lent out are: adults in 1916, 171,921 as against 175,835 for 1915; children, in 1916, 35,563 as against 36,513 for 1915. And yet, both in the case of children and adults, there were more non-fiction books lent out in 1916 than in 1915; the gain in the case of adults being 1,224 books, and in the case of children being 1,426. In view of this, it is a question if the apparent decline in circulation at the Central Library is not a real advance.

Why has our good rate of progress of 1915 been checked? We think chiefly because of changes in population resulting from the War and because of the appearance of an unusually large number of cases of measles in the city during nine months of the year, which led scores of families for a time to cease using the Library. Many young men formerly card holders are now on active service, and many families have moved out of the city. Of course a number of people have come here lately, but newcomers do not at once, as a rule, become library borrowers.

If however, there has been a slight falling off at the Central Library, it has been a little more than compensated for by growth of branches and other agencies of circulation. In the West End Branch the number of books lent rose from 12,826 in 1915 to 15,647 in 1916; while the number of readers in the reading room rose from 19,636 in 1915 to 27,250 in 1916. In Ottawa South a similar increase is reported. In 1915 the number of books lent was 5,582 while in 1916 the number was 6,687. In New Edinburgh Branch there was a decrease of 147. There was a great increase in the number of books lent through the Public Schools: 12,437 in 1916, as against 9,334 in 1915.

FICTION vs. NON-FICTION

The tendency toward a lower percentage of fiction borrowed by the public noticed in the annual reports some years ago is being maintained. According to our report for 1914 the books of fiction loaned in that year made 71.6% of the total issue; for the past year the percentage of fiction drops to 68.7% of the total, not including books loaned through the schools, where the percentage would likely be much lower.

This agrees with the fact already noted—that at the Central Library, while there was a decline in the total number of books issued during the year, there was an increase in the number of non-fiction books lent, both to adults and children.

FICTION PAY SHELF

In the autumn of 1916 it was decided to establish a pay-shelf of fiction; this means a shelf of new novels for the loan of which we charge one cent a day, with a minimum charge of five cents. No books would be put on this shelf that were not already in the free lending collection. But if a borrower found difficulty in getting the free copy of a new popular novel, i.e., if he did not wish to wait until it was returned to the Library, he could pay five cents and get the book from the pay shelf. For example, we put three copies of "Mr. Britling Sees It Through" among the free novels and six on the pay shelf. All the volumes were in great demand. The free copies were no sooner returned than they went out again; hence perhaps two hundred people who were willing to pay five cents or more to read the book availed themselves of the opportunity through the pay shelf.

As to cost, the pay shelf promises to carry itself. It enables us to satisfy a legitimate demand of our borrowers without our spending a disproportionate amount of our book fund on fiction.

In selecting we exercise the same care as with the free collection. In fact we confine ourselves to getting extra copies of those novels that are likely to be in greatest demand.

NUMBER OF VOLUMES IN THE LIBRARY

The number of volumes catalogued in 1916 was 4,490, distributed as follows:

West End Branch-----	439
Central Reference-----	254
Central Juvenile-----	706
Central Adult Circulating -----	3,091
	<hr/>
	4,490

Stocktaking resulted in 1,018 books being written off as lost, destroyed, worn out, etc., a slightly larger number than in 1915. As against this over a hundred volumes were recovered that had previously been written off as lost.

It is estimated that at the end of the year the library contained 56,040 volumes.

LOST BOOKS RECOVERED

In two instances a number of books that had been stolen from the Library were recovered, and in one case the culprit was severely punished. In all, over one hundred volumes, formerly marked as lost on our records, were again placed on our shelves.

When the city offers to supply books free to all residents, it must be a man indeed void of all sense of honor or decency who would steal what he is given every facility to use honestly. The laws are strict in regard to such offences, and in justice to our reading citizens we shall not deal slackly with such cases.

LECTURE ROOMS

The Lecture Rooms of the Public Library were largely used during the past year by societies of an educational nature or such as aim at general civic or social betterment. Among the organizations meeting here regularly are the Anti-Tuberculosis Society, Circle des Annales, Horticultural Society, Civic Improvement League, Humane Society, Drama League, Astronomical Society, Arts and Letters Club, and the Medical and Chirurgical Society; as well as various committees connected with the local hospitals and with war work.

Under the auspices of the Arts and Letters Club an excellent series of public addresses was given which really made it superfluous for the Library to organize an independent course of lectures.

A NEW BRANCH

Through the kindness of the Public School Board, an unused classroom in the Hopewell Ave. School was in November last placed at the disposal of the Library Board for a reading room and branch. This offer was gratefully accepted and orders were given for the necessary equipment. It was the middle of January before the formal opening took place. The room is well suited for a branch library, is neatly furnished and equipped with a stock of books and periodicals, which though not as large as could be wished will be steadily increased. The district had already shown by its use of the collection of books formerly placed there that it appreciates library privileges. There is every ground for satisfaction with the opening of this branch as a distinctly forward move in the library situation in Ottawa.

EARLY CLOSING IN THE SUMMER

During July and August the Library was closed on Saturday at 6.00 p.m. This idea was suggested by the action of a large American library and supported by the practice of many up-to-date business houses. During these months many people go out of town on Saturday afternoon, and employees are generally free from office duties.

Though the circulation was not so large as it was in July and August, 1915, when the closing hour was 9.30 p.m., no word of complaint reached the Librarian, and the step seemed to be generally approved of by the reading public.

PUBLICITY

Every week lists of the new books catalogued have been put up on the bulletin board in the lobby; sometimes these lists appeared in the city papers, although of late owing to the abundance of telegraphic news, information as to new books received at the Public Library has been crowded out of their columns.

In May was published a pamphlet containing a classified list of French books recently received; at the end of December a similar pamphlet was published covering the English books offered to the public from

September 15th to December 15th. Besides these we printed or mimeographed selected lists of books on the Great War, Shakespeare, Greek Literature Life and Thought, and Recent Books on History.

CHANGES IN STAFF

During the year there have been several changes in the staff. In February, Miss Georgette Arbique, now Mrs. H. Marier, who had been for years a capable and obliging assistant resigned. Later in the year Miss Jessie Sproule and Miss Annie McElroy resigned to accept more lucrative positions in the Civil Service. Miss Bessie McGregor and Miss Aline Roy have been added to the staff.

Salaries have been somewhat increased, in view of the higher cost of living and of the wages offered by newly organized branches of the Civil Service.

NEEDS AND PROGRESS

In the report of 1913 three needs of the Library were emphasized:

1. Two new branches,
2. Enlarged reading rooms for the Central Library,
3. Larger appropriation for books.

It is now time to report progress.

Owing to the liberal action of the Public School Board one of the branches desired, the one in Ottawa South, has been opened.

As to enlarging the reading rooms in the Central Library, this need is as acute as ever, and yet we seem no nearer to satisfying it than three years ago. It would probably require \$20,000.00 to enlarge the building adequately, and there does not appear to be any likely source from which this sum may be obtained.

As to the third point, larger appropriation for books, some progress has been made; the expenditure of books has increased from \$2954 in 1913 to \$4264 in 1916. But considering the demand of the branches as well as of the Central Library, and the amount that we should spend each year on French books, the sum is still far too small.

AMERICAN LIBRARY ASSOCIATION FORM FOR STATISTICS

Annual report for year ended December 31, 1916.

Carnegie Public Library.

Librarian, W. J. Sykes.

City of Ottawa, Canada.

Population served: 100561.

Terms of use—Free for lending; free for reference.

Total number of agencies:—

Consisting of—Central Library.

1 Branch.

2 Deposit Stations.

Other agencies:

60 school room packages.

1 University package.

Number of days open during year (Central Library)-----	329
--	-----

Hours open each week for lending (Central Library)-----	72
---	----

Hours open each week for reading (Central Library)-----	75
---	----

Total number of Staff -----	18
-----------------------------	----

Total valuation of Library property -----	\$195,000.00
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Number of volumes at beginning of year-----	52,264
---	--------

Number of volumes added during year by purchase-----	4,310
--	-------

Number of volumes added during year by gift -----	180
---	-----

Number of volumes recovered that were lost -----	304
--	-----

Number of volumes lost or withdrawn during year -----	1,018
---	-------

Total number at end of year -----	56,040
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Total number of volumes lent for home use:

Adult -----	211,247
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Juvenile -----	35,563
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246,810

Number of volumes of fiction lent for home use -----	160,064
--	---------

Number of prints lent for home use -----	1,485
--	-------

Number of publications issued-----	3
------------------------------------	---

Number of borrowers registered during year-----	2,606
---	-------

Total number of registered borrowers -----	16,333
--	--------

Registration period -----	3 years
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Number of periodicals currently received -----	249
--	-----

Number of persons using library for reading and study-----	151,255
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FINANCIAL STATEMENT FOR THE YEAR 1916

REVENUE

Revenue from City Hall, $\frac{1}{4}$ Mill -----	\$26,096.00
Fines -----	1,207.93
Government Grant, Central Library -----	260.00
Government Grant, West End Branch -----	139.43
Surplus, 1915 -----	369.43
	<hr/>
	\$28,072.79

EXPENDITURE

Interest, Library Account -----	\$	204.21
Interest and sinking fund on debenture for \$7,000.00, issued for structural alterations -----		540.00
Interest and sinking fund on debentures issued to buy books before 1912 -----		3,694.00
Water Rates and Local Improvements -----		826.63
Salaries and Extra Assistance:		
Staff -----	\$12,044.67	
Caretaker -----	1,062.70	
Extra Asst. -----	351.53	
	<hr/>	13,458.90
Binding -----		244.31
Books -----		4,264.24
Periodicals -----		722.30
Printing -----		103.15
Caretaker's Supplies -----		96.45
Furniture -----		302.55
Heating -----		709.45
Insurance -----		18.40
Lighting -----		310.58

Miscellaneous:

Awnings -----	37.00
Bell Telephone -----	99.50
Binders for Magazines -----	13.25
Boards for Stairs -----	6.71
Capital Transfer -----	4.75
Cheese Cloth and Towels -----	9.02
Cleaning Windows -----	23.60
E. B. Eddy, paper -----	9.00
Fire Extinguishers -----	36.00
Framing Portraits, etc. -----	8.00
Operating Lantern -----	5.00
Steel Mat -----	14.00
Vacuum Cleaner -----	37.80
Librarian, travelling expenses O.L.A. & A.L.A. meetings -----	69.75
Miscellaneous items -----	25.57
	<hr/>
	399.35

Petty Cash Items:

Binding -----	9.00	
Cab for changing school parcels -----	5.70	
Carfare -----	37.00	
Customs -----	5.62	
Express and Freight -----	49.79	
Customs broker -----	10.52	
P. H. McGuire, collecting overdue books -----	16.50	
Trees -----	4.00	
Postal Notes for Books -----	13.64	
Water -----	6.25	
Miscellaneous items -----	21.61	
		179.63
Rent, Branch -----		360.00
Repairs -----		305.27
Stationery -----		449.34
		<hr/>
		\$27,188.76
Balance in Bank -----		884.03
		<hr/>
		\$28,072.79

Audited April 23rd, 1917.

W. H. CLUFF.

TOTAL CIRCULATION OF BOOKS, 1916

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Non-Fiction	5574	5979	7049	5887	5527	4810	4448	4882	4694	5971	6786	5886	67493
Fiction	14260	14094	15942	13487	13833	12436	11858	12366	11843	12758	13914	13273	160064
Schools	1858	1828	1109	557	439	---	---	---	926	2548	1978	1194	12437
Totals	21692	21901	24100	19931	19799	17246	16306	17248	17463	21277	22678	20353	239994
Mounted Prints	---	---	---	---	---	---	---	---	---	---	---	---	1485
Magazines	---	---	---	---	---	---	---	---	---	---	---	---	5331
Grand Total	---	---	---	---	---	---	---	---	---	---	---	---	246810

CENTRAL LIBRARY—ADULT CIRCULATION

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Non-Fiction	3832	4065	4530	3845	3830	3281	2901	3444	3335	4090	4380	3908	45441
Fiction	11194	10815	12088	10109	10842	9493	8980	9588	9225	9386	10332	10118	122620
Magazines	382	340	341	268	280	287	306	303	322	344	362	325	3860
Totals	15408	15220	16959	14222	14952	13061	12187	13335	12882	14270	15074	14351	171921

CENTRAL LIBRARY—JUVENILE CIRCULATION

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Non-Fiction	1142	1302	1587	1335	1083	1020	1031	889	850	1230	1559	1268	14296
Fiction	1659	1858	2082	1817	1595	1593	1505	1364	1268	1473	1895	1673	19782
Pictures	218	188	237	160	120	16	1	14	51	129	216	135	1485
Totals	2019	3348	3906	3312	2798	2629	2537	2267	2169	2832	3670	3076	35563

CIRCULATION OF BOOKS—BRANCHES

	New Edinburgh			Ottawa South			West End				Monthly Totals of all the Branches
	Non-Fiction	Fiction	Totals	Non-Fiction	Fiction	Totals	Non-Fiction	Fiction	Magazines	Totals	
January -----	116	275	391	154	356	510	330	776	148	1254	2155
February -----	102	281	383	129	324	453	381	816	155	1352	2188
March -----	109	294	403	180	415	595	643	1063	176	1882	2886
April -----	96	284	380	135	411	546	476	866	140	1482	2408
May -----	73	277	350	124	361	485	417	758	91	1266	2101
June -----	72	255	327	144	376	520	293	719	121	1133	1980
July -----	75	266	341	159	396	555	282	711	94	1087	1983
August -----	79	251	330	189	426	615	281	737	93	1111	2056
September ---	83	268	351	175	400	575	251	682	97	1030	1956
October -----	96	301	397	243	418	661	312	730	125	1167	2225
November ---	139	358	497	288	450	738	420	879	121	1420	2655
December ---	110	295	405	131	303	434	469	884	110	1463	2302
Totals -----	1150	3405	4555	2051	4636	6687	4555	9621	1471	15647	26889

READERS IN READING ROOMS, 1916.

	Juvenile Room	Reading Room	Reference Room	West End Branch	Totals
January -----	4468	4663	2332	2288	13751
February -----	4768	4951	1787	2261	13767
March -----	5880	5468	2212	2841	16401
April -----	4883	4472	1533	2359	13247
May -----	3904	4502	1480	2277	12163
June -----	3658	4265	1092	2013	11028
July -----	3218	3883	812	1788	9701
August -----	2823	4344	847	1904	9918
September -----	3282	4391	1193	1963	10829
October -----	4282	4538	1471	2153	12444
November -----	5629	4581	1731	2753	14694
December -----	4657	4178	1827	2650	13312
	51452	54236	18317	27250	151255

GIFTS TO THE LIBRARY, 1916

Ames, Mrs. E.	Numbers of the American Machinist Magazine.
Argentine Commission.....	1v.
Ashmead, H. A., Toronto	1v.
Belcourt, Hon. N. A.....	2 pamphlets.
Bellini G., New York.....	2 pamphlets.
Borden, Sir R.	5v.
Bronson, Frank.....	7v.
Brotherton, M. C.	1v.
Burton, C. M., Detroit	1v.
Canadian Bank of Commerce	1v.
Canadian Peat Society	Complete Series of Journal.
Caproni & Brother, Boston	1v.
Carman, F. A.	2 pamphlets.
Carnegie Endowmen for International Peace, Washington	1v.
Carnegie Foundation for the Advance- of Teaching, New York	1v.
Cauchon, Noulan	4v. and 25 magazines.
Chamberland, Le Père C. A.	1v.
Civil Service Commission.....	2 directories.
Com. of Conservation.....	2v.
Datta, Roby, Calcutta.....	2v.
Duff, Judge.....	1v.
Fawzon, A.	2v.
Geological Survey	Many volumes and pamphlets.
Greez, A.....	1v.
Goodhue, Mrs.	Numbers of the Geographic Magazine.
Goor, M.	3v.
Gowling, M.	1v.
Grant, Sir James	58 nos. of Medical Journal and 1 painting, framed.
Hammond, G. T., Brooklyn.....	1 pamphlet.
Benry Bergh Foundation, Columbia University	1 pamphlet.
Hispanic Society of America, New York	13 pamphlets.
Hodgins, G. S., New York.....	1 pamphlet.
Hotel Red Book of Canada	1v.
James, Harry	5v.
Lighthall, W. D., Montreal.....	1 pamphlet.
Lyon, Miss L.	3v.
Machado, Mrs. J. A.....	Many volumes and magazines.
Magrath, Capt. C. B., England.....	1v.
Mason, Mrs. F.	2v.
Michigan Historical Society, Lansing, Mich.	1v.
Montigny, L. de	1v.

Morton, Mrs. H. W. St. Joseph, Mo.---	1v.
Municipal Ref. Library of Chicago----	1v.
National Foreign Trade Council, New York -----	1v.
National Tax Association-----	pamphlets.
New York, Chamber of Commerce of the State of -----	1v.
New York, Dept. of Education of the City of -----	1v.
Niagara Historical Society -----	2 pamphlets.
North Aliwal, South Africa -----	Subs. to magazine.
O'Connor, E. G., Montreal -----	2v.
Oxford Univ. Press, Toronto -----	1v.
Sir Joseph Pope, Under Secretary of State -----	25v.
Post Office Dept., Secretary -----	2v.
Rand McNally & Co., Chicago -----	1v.
Robinson, C. B. -----	3v.
Rockefeller, J. D. Jr., New York-----	1 pamphlet.
Scott, D. C. -----	Many volumes.
Scott, Miss -----	Many volumes.
Simpson, L. H. -----	Magazines.
Stewart, S. -----	1v.
Thorburn, Mrs. J. -----	2v. and maps.
Torrance, Dr. -----	16v.
Van Veen, F. -----	1v.
Vetlesen, T. F. C. -----	2v.
Venn, A. E. -----	pamphlets.
Williamson, C. C., New York-----	4v.
Women's Alliance, Aylmer -----	1 year's subs. to magazine.
Carnegie Institution of Washington---	Publications of.
Smithsonian Institution, Washington--	Publications of.
University of Illinois, Agricultural Experiment Station -----	Publications of.
Govt. of Australia-----	Publications of.
Govt. of Barbadoes -----	Publications of.
Govt. of British Guiana -----	Publications of.
Govt. of Dominion of Canada -----	Publications of.
Govt. of India -----	Publications of.
Govt. of Japan -----	Publications of.
Govt. of Leeward Islands-----	Publications of.
Govt. of New Zealand -----	Publications of.
Govt. of Philippine Islands -----	Publications of.
Govt. of Provinces of the Dominion of Canada -----	Publications of.
Govt. of South Africa -----	Publications of.
Govt. of United States -----	Publications of.

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Thirteenth Annual Report
of the
Carnegie Public Library
of Ottawa



For the Year 1917



Ottawa Printing Company, Limited

ENDOWMENT FUNDS FOR THE PUBLIC LIBRARY

EVER since the Ottawa Public Library tried to live within its income without borrowing, it has not had enough money yearly for its book fund. It probably needs a larger book fund proportionally to the population it serves than any other Library in the Province, (because it ought to furnish a good collection of books in both French and English), and yet it has relatively one of the smallest—\$3,000 a year should be added to it.

In several cities of the Northern United States, notably in Springfield, Mass., and Grand Rapids, Mich., the Public Library has received substantial gifts from citizens, the proceeds of which, for the most part, are applied to the purchase of books.

It is suggested that an effort be made to build up an endowment fund for the Public Library of Ottawa; that public-spirited citizens who believe in education be asked to consider, either now or when drawing their wills, the question of a gift to the Board of the Carnegie Public Library of Ottawa, specifying that the proceeds be used to augment the book fund.

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MEMBERS OF THE LIBRARY BOARD, 1917



Appointed by the City Council:

W. G. BLACK, S. McCLENAGHAN, DR. R. E. VALIN.

Appointed by the Public School Board:

DR. J. H. PUTMAN, J. R. REID, R. A. SPROULE.

Appointed by the Separate School Board:

DR. J. K. FORAN, E. J. LEMAIRE.

Ex-officio: HIS WORSHIP THE MAYOR.

Chairman: STEWART McCLENAGHAN.

Librarian: W. J. SYKES.

CIRCULATION AND EXPANSION

The year 1917 has, for the Ottawa Public Library, been one of progress and expansion. The total circulation of books was 249,422, a gain of 9,428 over last year. This, with the circulation of magazines, and mounted prints chiefly used in schools, brings the total well over the quarter million.

The circulation at the Central Library is about stationary, the Juvenile Department showing a gain of 4,498 and the adult a loss of 4,885. Ottawa South and West End Branches both showed large gains; New Edinburgh a gain of about 360, and the school libraries a gain of over 1,400. Somewhat similar figures for several years indicate that the Ottawa Public Library must look for its growth to new branches and deposit stations.

Several new agencies were opened during the past year. In our last report we were able to record the opening of a new branch in Hopewell Avenue School, Ottawa South, which, however, was not available to the public till the middle of January, 1917. In the autumn a collection of books was placed in Cambridge St. School to be loaned to the citizens in that neighborhood. The work of looking after this collection has been kindly undertaken by Principal Denny and his staff, and during the last three months of the year a fair number of books has been loaned. Again, in Ottawa East Town Hall, a deposit station was opened toward the end of October. This part of the city has for sometime been asking for library privileges, and judging from the enthusiasm of the meeting on the opening night, library work should prosper there. Still another collection of books, chiefly French, has been placed in St. Anne's Parish Hall in charge of le Cercle Social.

The recorded number of people using the various reading rooms was 188,049, a gain of 36,794 over the previous year. This large gain was in a great part due to the new reading room opened in Ottawa South.

NEW BUILDING FOR BRANCH

The Carnegie Corporation of New York has given the City \$15,000 for a new building for the West End Branch.

Five years ago this branch was started in a rented shop. Its growth has been steady and rapid, and for the last year or two, the small room has often been unable to accommodate those who wished to use it.

On the request of the Library Board, the Mayor, with the approval of the City Council, made application to the Carnegie Corporation of New York for funds for a new building. The application was granted, the site procured, and the architect's plans prepared. Owing to some delays it was impossible to begin in the autumn of 1917, but before next winter we hope to be in the new building which, judging from the plans, will be an ornament to the district and will afford ample Library accommodation for the suburb for years to come.

LIBRARY NEEDS

1. There is no doubt that we need a larger reading room in the Central Library. The room now used holds only eight tables, at each of which not more than four people may sit. A room to hold one hundred readers would not at all be too large for the Central Library during the winter months. Modern library buildings in towns much smaller than Ottawa have far larger reading rooms.

2. We need a new branch with a good stock of French books and periodicals, as well as English, in the north-eastern part of the city. But here it must be noted that even if we were now given a branch fully equipped and stocked with books and periodicals, we could not administer it on our present income. The annual cost of administration, books, and periodicals for such a branch would be at first between \$2,500 and \$3,000.

3. We need a larger book fund. Ottawa, more than most other libraries in Ontario, needs a generous provision for books; because it ought to supply its readers with the best books in both French and English, a requirement which obviously demands more funds than are needed by a library which buys books in one language only.

These three needs all mean the need of a larger revenue. The revenue at present is made up of a library rate of $\frac{1}{4}$ mill (fixed by the Provincial Legislature), with the addition of comparatively small provincial grants, and the receipts from fines for books overdue, less annual interest and sinking fund charges of \$3,694. A larger revenue might be made up:

1. By an endowment fund such as a number of libraries in the northern United States enjoy; or,

2. By a larger rate.

An enquiry among the representative public libraries of the northern United States reveals the fact that not one of them has to get along on so small a rate as $\frac{1}{4}$ mill. One-third of a mill is the average. The difference between one-third and one-quarter of a mill would not be felt by the large cities, but it would give the public libraries a margin that would mean much to their work. However, this is a matter that is in the hands of the Provincial Legislature.

NOTES.

The free lecture rooms of the Central Library have been in constant use during the past winter by societies having aims broadly educational or connected with civic or social progress. The Board believes that in this way a valuable service is being rendered to the community.

The Duplicate Pay Collection continues to be a success. By means of it more copies of popular books are purchased than our book fund would otherwise warrant; thus many patrons find their wants more quickly provided for—and it pays for itself.

For two weeks, one in the spring and one in the autumn, a count was kept of the number of French books loaned at the Central Library and at the West End Branch. The results show that between one-sixth and one-seventh of the books loaned were French.

Three pamphlets were published during the year: two containing a list of the books in English added to the Library and one containing a list of those in French.

Special displays, of books in certain limited fields were made in the Reading Room. The collections exhibited were as follows:

Canadian Poets;

Music and Musicians;

French Poetry;

Gardening and Horticulture;

British Shires and Counties;

Domestic Science, Home Nursing and Needlework.

As a result interest in these classes of books was stimulated, many borrowers learned that we had works of which they pre-

viously were not aware, and the circulation in these lines was temporarily increased.

The annual display of books on gardening in the spring continues to be popular.

Mention must be made of the kindness of the Director of the National Art Galley in lending to the Library, for one year, twelve framed Medici prints of famous paintings. These are undoubtedly the finest reproductions in colour of the great paintings that are at present obtainable.

Among the gifts of the year must be mentioned especially that of the Ottawa Field Naturalist Club. They have presented to the Public Library their extensive scientific library to be catalogued and made generally available.

STATISTICS

Number of volumes added during year was.....	4,749
Number of volumes, lost, destroyed, or missing was..	809
Approximate number in Library at end of year.....	59,980
Number of borrowers registered during the year.....	6,195
Term of registration.....	3 years.

TOTAL CIRCULATION OF BOOKS, 1917

MONTHS	Non-fiction	Fiction	Schools	Totals
January.....	6,018	14,303	1,618	21,939
February.....	6,471	14,393	1,652	22,516
March.....	7,419	15,958	1,649	25,026
April.....	6,447	14,342	969	21,758
May.....	5,995	14,166	970	21,131
June.....	5,198	12,968	18,166
July.....	4,832	11,669	16,501
August.....	4,739	12,056	16,795
September.....	4,612	11,678	1,128	17,418
October.....	6,428	15,023	2,566	24,017
November.....	6,891	15,113	2,122	24,126
December.....	5,562	13,246	1,221	20,029
Totals.....	70,612	164,915	13,895	249,422
Mounted Prints.....	1,656
Magazines.....	5,550
Grand Total.....	256,628

CENTRAL LIBRARY—ADULT CIRCULATION.

MONTHS.	Non-fiction	Fiction	Magazines	Totals
January.....	4,222	11,334	426	15,982
February.....	4,239	10,788	382	15,409
March.....	4,432	11,307	441	16,180
April.....	3,739	10,029	397	14,165
May.....	3,578	10,290	348	14,216
June.....	3,017	9,353	334	12,704
July.....	2,714	8,365	283	11,362
August.....	2,920	8,838	295	12,053
September.....	3,063	8,795	262	12,120
October.....	3,843	10,760	414	15,017
November.....	3,941	10,514	425	14,880
December.....	3,372	9,214	362	12,948
Totals.....	43,080	119,587	4,369	167,036

CENTRAL LIBRARY—JUVENILE CIRCULATION

MONTHS	Non-fiction	Fiction	Pictures	Totals
January.....	1,199	1,634	264	3,097
February.....	1,361	1,823	239	3,423
March.....	1,825	2,288	398	4,511
April.....	1,625	2,192	152	3,969
May.....	1,502	1,862	140	3,504
June.....	1,278	1,724	19	3,021
July.....	1,205	1,629	6	2,840
August.....	1,066	1,566	2,632
September.....	883	1,341	20	2,244
October.....	1,533	2,121	142	3,796
November.....	1,665	2,146	195	4,006
December.....	1,193	1,744	81	3,018
Totals.....	16,335	22,070	1,656	40,061

READERS IN READING ROOMS, 1917.

Juvenile Room.....	55,174
Reading Room.....	54,378
Reference Room.....	17,721
Ottawa South Branch.....	23,353
West End Branch.....	37,423
Total.....	188,049

CIRCULATION OF BOOKS—BRANCHES

	Cam- bridge.			New Edinburgh			Ottawa East			Ottawa South			West End				Monthly totals of all the branches.		
	Non-fiction.	Fiction.	Totals.	Non-fiction.	Fiction.	Totals.	Non-fiction.	Fiction.	Totals.	Non-fiction.	Fiction.	Magazines.	Fiction.	Magazines.	Totals.				
January.....
February.....
March.....
April.....
May.....
June.....
July.....
August.....
September.....
October.....	7	47	54
November.....	39	89	128
December.....	20	70	90
Totals.....	66	206	272	1,249	3,673	4,922	142	278	420	3,594	7,215	94	10,903	6,146	11,886	1,087	19,119	35,636

FINANCIAL STATEMENT FOR THE YEAR 1917.

REVENUE

Revenue from City Hall.....	\$25,929. 14
Fines and pay shelf fees.....	1,411. 42
Government Grant, Central Library.....	260. 00
Government Grant, West End Branch.....	192. 59
Credit Balance in Bank, January 1, 1917.....	884. 03
	\$28,677. 18

EXPENDITURE

Interest Library Account.....	\$ 3. 00
Interest and Sinking Fund on Debentures Issued for Books.....	3,694. 00
Interest and Sinking Fund on Debentures for Structural Alterations.....	540. 00
Water Rates.....	91. 60
Salaries—	
Staff.....	\$13,018. 68
Caretaker.....	1,114. 25
Extra Assistance.....	435. 48
	14,568. 41
Binding.....	497. 65
Books.....	4,092. 28
Periodicals.....	777. 85
Printing.....	315. 60
Caretaker's Supplies.....	105. 46
Furniture.....	245. 60
Heating.....	1,023. 49
Insurance.....	626. 88
Lighting.....	346. 24
Miscellaneous:	
Bel Telephone.....	\$ 75. 00
Ice.....	20. 00
Cash Box.....	2. 40
Clock, W. E. Br.....	2. 25
Iron grills, O. S. Br.....	88. 00
Signs.....	8. 50
Cheese cloth.....	13. 38
Soap.....	4. 45
Towels.....	4. 36
Flag.....	18. 75
Flag pole.....	20. 46
Typewriter.....	97. 00
Advertising.....	15. 39
Cleaning windows.....	16. 45
Miscellaneous items.....	73. 41
	459. 80
Petty Cash:	
Exchanging school parcels.....	\$ 7. 00
Car fare.....	21. 00
Chair seats.....	4. 95
Extra cleaning.....	9. 75

Customs.....	33.47	
Express and freight.....	56.52	
Collecting overdues.....	18.00	
Laundry.....	4.07	
Postage—directories.....	3.22	
Books and postal notes for.....	9.96	
Water.....	6.25	
Miscellaneous.....	33.10	
		207.29
Rent, Branch.....		360.00
Repairs.....		522.40
Stationery.....		508.88
		<hr/>
		\$28,986.43
		<hr/>
Deficit.....		\$309.25

Audited, April 27, 1918.

W. H. CLUFF,
City Auditor.

GIFTS TO THE LIBRARY, 1917.

Albert, A. S.....	3 v.
Allard, J.....	1 v.
American Ambulance Field Service, Boston.....	1 v.
American Association for International Conciliation.....	1 v.
American Bank Note Co.....	5 v.
Barker, A. W.....	1 v.
Bate, E. B.....	22 v. and magazines.
Bonar, Miss.....	1 v.
Borden, Sir Robert.....	6 pamphlets.
Brotherton, Mrs.....	3 v.
Carnegie, Col.....	1 pamphlet.
Caron, Lady.....	Magazines.
Cauchon, N.....	Magazines.
Chamber of Commerce, Philadelphia..	1 v.
Church of Our Father, Women's Alli- ance.....	1 v.
Coville, Miss, Syracuse.....	1 v.
Day, W. H., Guelph.....	9 pamphlets.
Fawzon, A.....	2 v.
First Church of Christ Scientists.....	2 v.
Foot A.....	1 v.
Gibson, Dr. Thos.....	1 v.
Gliddon, W.....	1 v.
Goor, M.....	4 v. and pamphlets.
Heming, Miss F.....	Magazines.
Hill, H. P.....	Map.
Imperial Oil Co., Toronto.....	1 v.
Insull, S. Chicago.....	1 v.
International Joint Commission.....	1 v.
Johansen, F.....	2 v.
Kahn, O. H., New York.....	1 pamphlet.
Keating, Mrs. C. J.....	Magazines.
Kruger, Lieut. W. A.....	25 v.

Lemaire, E. J.....	2 v. and photograph.
Lemieux, Mrs. J.....	1 v.
Long, A. E., Philadelphia.....	1 v.
McArthur, Mrs. W. B.....	9 v.
McGregor, Mrs.....	Magazines.
Machado, Mrs. J. A.....	Magazines.
Macwatt, Judge.....	1 pamphlet.
Dept. of Education, New Brunswick..	1 pamphlet.
Dept. of Education, New York.....	1 v.
Ottawa Field Naturalist Club.....	Entire library.
Porteous, R. A.....	2 v.
Querle, Mrs., Iowa.....	1 v.
Rockefeller, J. D., Jr.....	1 v.
Ross, P. D.....	38 v.
Smith, S. B.....	Pamphlets.
Society for Providing Evangelical Religious Literature for the Blind, New York.....	6 v.
Sorby, T. C., Victoria, B.C.....	1 pamphlet.
Sterritt, J. A. K.....	1 v.
Sykes, W. J.....	5 v.
Trustees under the will of Mary Baker Eddy, Boston.....	8 v.
Underwood, W. L. Patchogue.....	1 v.
Watson, A. D.....	2 pamphlets.
Whyte, E.....	5 v.
Whyte, R. B.....	2 v.
Wilson, Mrs. J. C.....	Magazines.
Young, Prof. A. H., Toronto.....	1 v.
Royal Colonial Institute, England....	War pamphlets.
Carnegie Institution of Washington...	Publications of.
Smithsonian Institution, Washington..	Publications of.
University of Illinois, Agricultural Experiment Station.....	Publications of.
Government of Australia.....	Publications of.
Government of Barbadoes.....	Publications of.
Government of British Guiana.....	Publications of.
Government of Dominion of Canada..	Publications of.
Government of India.....	Publications of.
Government of Japan.....	Publications of.
Government of Leeward Islands.....	Publications of.
Government of New Zealand.....	Publications of.
Government of Philippine Islands....	Publications of.
Government of Provinces of the Dominion of Canada.....	Publications of.
Government of South Africa.....	Publications of.
Government of United States.....	Publications of.

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FOURTEENTH ANNUAL REPORT
OF
THE CARNEGIE PUBLIC
LIBRARY OF OTTAWA



FOR THE YEAR 1918



The Ottawa Printing Company, Limited

ENDOWMENT FUNDS FOR THE PUBLIC LIBRARY

EVER since the Ottawa Public Library tried to live within its income without borrowing, it has not had enough money yearly for its book fund. It probably needs a larger book fund proportionally to the population it serves than any other Library in the Province (because it ought to furnish a good collection of books in both French and English), and yet it has relatively one of the smallest—\$3,000 a year should be added to it.

In several cities of the Northern United States, notably in Springfield, Mass., and Grand Rapids, Mich., the Public Library has received substantial gifts from citizens, the proceeds of which, for the most part, are applied to the purchase of books.

It is suggested that an effort be made to build up an endowment fund for the Public Library of Ottawa; that public-spirited citizens who believe in education be asked to consider, either now or when drawing their wills, the question of a gift to the Board of the Carnegie Public Library of Ottawa, specifying that the proceeds be used to augment the book fund.

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MEMBERS OF THE LIBRARY BOARD, 1918



Appointed by the City Council:

W. G. BLACK, S. McCLENAGHAN, DR. R. E. VALIN.

Appointed by the Public School Board:

DR. J. H. PUTMAN, DR. W. R. GREENE, R. A. SPROULE.

Appointed by the Separate School Board:

DR. J. K. FORAN, E. J. LEMAIRE.

Ex-Officio: HIS WORSHIP THE MAYOR.

Chairman: STEWART McCLENAGHAN.

Librarian: W. J. SYKES.

CIRCULATION OF BOOKS

As far as the circulation of books is concerned, the year 1918, for comparative purposes, may be dropped from the annals of the Ottawa Public Library. After starting out well, with a large number of books loaned in January, the building had to be closed for a short time in February, owing to the scarcity of fuel. In the autumn months the influenza epidemic was at its height, and again the Library had to be closed, this time for four weeks. In such cases of closing, the circulation of books is decreased, not only by the loss of the actual days when no work is carried on, but through the after effects. Library circulation, at least in some places, is a delicate thing and shows great sensitiveness to any adverse influences. The total number of books lent for home reading during the year was 221,497. The number of people using the reading rooms was 158,740.

During the years of the war and since the armistice, there has been a considerable shifting of the population in Ottawa. In 1914-15-16, large numbers of men enlisted for service overseas, many of whom, alas, will never return. Many people, usually residents elsewhere, came to the city to do special war work for the Dominion or Imperial government. Since the armistice most of these have left the city; and of course a large number of our soldiers have returned from France. Moreover, in a time of so great upheaval a general restlessness has been apparent with occasionally a tendency to confine reading to newspapers and magazines. All these things had a bearing on Library work during the past few years in Ottawa.

BOOKS ADDED

During the year there were catalogued 4,556 volumes, of which 445 were gifts. To the West End Branch were sent 830 books, and to the Ottawa South Branch 510, leaving 3,215 for the Central Library and deposit stations. Not many new books were sent to deposit stations, perhaps 115, leaving about 3,100 for the Central Library. These were distributed as follows: French books about 600 volumes, English fiction about 600 volumes, Juvenile about 600 volumes, adult non fiction 1,300 volumes.

GUIDE TO BIOGRAPHY

In pursuance of a plan whereby the Ottawa Public Library would give its patrons an opinion as to what are the best books of various kinds, the board published, in April, a pamphlet entitled "Best Biographies in English." (Four years earlier, it had issued a selected list of fiction.) Before publishing such a guide, great care was taken to see that all books mentioned

therein were in the possession of the Library, so that any work recommended could be supplied. The securing of the necessary books to fill up gaps proved a more arduous task than the preparing of the list. Both the large number distributed in Ottawa, and the many letters requesting copies, from outside libraries, ranging from England and Scotland to the Panama Canal Zone, testify to the usefulness of the work.

DR. GLASHAN'S GIFT

The most important gift the Public Library has received since its opening was made this last year by Dr. J. C. Glashan, who for many years was inspector of Public Schools in this city. Dr. Glashan has long been known as an enthusiastic bibliophile, and the possessor of one of the largest and best selected private libraries in Canada. This collection, with the exception of mathematical and physical works, he has now presented to the Ottawa Library. It is an act prompted by the generous impulses of a life of public service, and the board wishes to express its gratitude to Dr. Glashan. Among the more valuable sets in this collection are: Dictionary of National Biography, Ninth edition of the Encyclopaedia Britannica, Cambridge Modern History, Cambridge History of English Literature, Facsimiles of the third and fourth folios of Shakespeare published by Methuen, and the large-paper library edition of the Works of Dryden by Scott and Saintsbury. Of course, it is impossible in a short note, to give an adequate idea of the value of this gift. It is especially strong in Philosophy, History, and Literature, and will add greatly to the value of the Ottawa Public Library, for all serious readers.

NEW BRANCH

Toward the end of November the new branch building in the west end of the city was completed. As reported last year the funds, \$15,000, were provided by the Carnegie Corporation.

The building is a neat one-storey-and-basement structure with cream brick walls. In the basement, besides provision for coal, furnace, and closets, there is a small club room, and a lecture room capable of seating one hundred and fifty persons. The ground floor is one large room of about 2,000 square feet floor space, and is divided into two equal parts, for children and adults, by a clear glass partition. Thus in quiet times one attendant can take charge of the Library. The windows are high to afford plenty of wall space for book shelves. There is no stack room, all the books except those that are reference being placed on the open shelves against the walls.

The formal opening was attended by a number of representative citizens, the local clergy who made short addresses, and

the provincial Inspector of Libraries, who spoke words of direction and encouragement.

This is the first suburb of Ottawa to possess a branch Library in a separate building. If adequate funds are forthcoming for books and assistants, the west end of the city will now have adequate library facilities for many years to come.

FINANCIAL

Ottawa can not be said to give generous support to her Public Library. In Hamilton, a rate of one-half mill on the dollar is levied for Library purposes. In Toronto, over and above the one-quarter-mill rate, a special Library grant of \$20,476 has been voted for 1919, and the Commissioner of Finance makes the remark: "Owing to the growth and consequent increase in cost of maintenance, the one-quarter mill is apparently proving inadequate." In ten large cities of northern United States from which information was received, the rate in no case fell below three-tenths of a mill, and sometimes went as high as three-quarters of a mill. In Ottawa the Library is forced to get along on a rate of one-quarter mill from the proceeds of which there are various deductions, among others, charges for interest and sinking fund on Library debts incurred by the city council and not by the present Library Board. Requests to the city administration to make a special grant to the Public Library or to pay the interest and sinking fund charges now deducted from the Library funds have been pleasantly received and invariably denied. The objection that the Provincial Libraries' Act restricts civic support of Public Libraries in cities of 100,000 to one-quarter mill was removed at the last session of the Ontario Legislature.

LIBRARY NEEDS

Following a practice of several years' standing, we shall again state some of the things that the Ottawa Public Library needs in order to serve the public efficiently.

1. It needs a larger sum for books. Consider the demands that are made, and fairly made, on the Library: the best current books published in America, England, and France, and several copies of any of these that are especially valuable or popular, books to supply reasonable demands at the branches, books to replace the many volumes worn out and lost, standard books that have hitherto been overlooked, to fill up gaps in our collection as they are discovered. Six Thousand Dollars would be a moderate and reasonable sum to expend yearly on books; but, unfortunately, only a little more than half that amount is available.

2. It needs larger reading and reference rooms, and more open shelving space for books to be examined by the general public. Several towns in Ontario have larger reading and reference rooms than those in the Central Library.

3. It needs a new branch with a good stock of French books and periodicals, as well as English, in the northeastern part of the city.

NOTES

With the present staff it has been found too onerous to take stock fully each year. Consequently, until further developments, we plan to spread the task over two years, doing half of the Library each summer.

The Pay Shelf continues to be well patronized and self-supporting. While we have considerably increased the number of volumes in this collection we wish to remind the public that no title is added to the Pay Shelf that is not already to be found among the free loan books. During the year 137 new books were added to the Pay Collection at a cost of \$143.05, and our receipts from this source amounted to \$249.13.

GIFTS TO THE CARNEGIE LIBRARY, 1918

Beck, J. M., LL.D.....	1 v.
Blair, A. G.	52 v.
Bray, Prof. A. J. de, Montreal.....	3 pamphlets.
British Red Cross Society.....	3rd annual report.
Burpee, L. J., Sec. International Joint Commission	2 reports.
Canada Cement Co., Montreal.....	Pamphlets.
Carboneau, Mary Jane.....	1 v.
Carnegie Endowment for International Peace	Books and pamphlets.
Carter, Henry	1 v.
Geological Survey of Kansas.....	1 v.
Glashan, Dr. J. C.....	Several thousand volumes.
Goor, Maurice, Belgian Consul.....	1 v.
Government Printing Office, Capetown....	1 v.
Grindley, F. H.	1 v.
Hamilton, Lt.-Col.	38 v.
Hayter, Frederick	9 v.
Henderson, F. D., Dominion Land Sur- veyors	Annual report.
Henderson, Jno.	52 v.
Herridge, Dr. W. T.	1 v.
House of Commons.....	2 v.
Lemaire, E. J.	1 v.
Lemieux, Alice	1 v.
Le Sueur, Mrs. W. D.	Periodicals.
Lyon, Miss	9 v.
Machado, Mrs.	Magazines.
McEwen, Rev. J. D., Vancouver, B.C.....	2 v.
Michigan Historical Society.....	1 v.

Nicholson & Brock.....	2 v.
Numano, Y., Consul General of Japan.....	Pamphlets.
Rea, Wm.	18 v.
Robertson, David Allan, University of Chicago	1 v.
Royal Colonial Institute.....	Pamphlets and reports.
Ruddick, J. A.	1 v.
Shannon, R. S.	1 v.
Simpson, Louis	3 pamphlets.
Strong, S. H.	2 v.
Surveyor General	Map.
Sykes, W. J.	25 v.
Telegraph Printing Co.	1 v.
Todd, Col. A. H.	6 v.
University of Chicago	1 v.
White, James	1 v.
Royal Colonial Institute, England.....	War pamphlets.
Carnegie Institution of Washington.....	Publications of.
Smithsonian Institution, Washington.....	Publications of.
University of Illinois, Agricultural Experiment Station	Publications of.
Government of Australia.....	Publications of.
Government of Barbadoes.....	Publications of.
Government of British Guiana.....	Publications of.
Government of Dominion of Canada.....	Publications of.
Government of India.....	Publications of.
Government of Japan.....	Publications of.
Government of Leeward Islands.....	Publications of.
Government of New Zealand.....	Publications of.
Government of Philippine Islands.....	Publications of.
Government of Provinces of the Dominion of Canada	Publications of.
Government of South Africa.....	Publications of.
Government of United States.....	Publications of.

STATISTICS

Arranged according to American Library Association form.

Annual Report for year ending December 31st, 1918.

Name of Library: Carnegie Public Library.

Name of Librarian: W. J. Sykes.

City: Ottawa, Canada.

Population served: 104,007.

Terms of use: Free for lending and free for reference to residents and taxpayers of Ottawa.

Agencies:

Main Library.

One branch in separate Carnegie building.

One branch in Public School room.

Four deposit stations.

Sixty-three class room collections.

Number of days open during the year (Main Library).	277
(Library was closed for lack of fuel and during the Influenza epidemic.)	
Hours open each week for lending (Main Library)....	72
Hours open each week for reading (Main Library)....	75
Total number of staff	16
Total valuation of Library property.....	\$230,000
Number of volumes at beginning of year.....	59,980
Number of volumes added during the year.....	4,556
Number of volumes lost or withdrawn during year....	822
Total number at the end of the year.....	63,714
	Adult. Juvenile. Total.
Number of volumes lent for home use.	182,680 44,548 227,228
Number of volumes of fiction lent for home use.....	144,321

REGISTRATION.

Number of borrowers registered during the year.....	4,507
Total number of borrowers registered.....	16,685
Registration period, adult and juvenile.....	3 years
Number of persons using Library for reading and study.	158,740

FINANCIAL STATEMENT OF THE LIBRARY

REVENUE.

Receipts of $\frac{1}{4}$ mill levy from the City of Ottawa.....	\$26,162.50
Fines, pay-shelf, and lost books	1,431.02
Government Grant, Central	260.00
Government Grant, Ottawa South Branch.....	236.25
Government Grant, West End Branch.....	241.28
	<hr/>
	\$28,331.05

EXPENDITURE.

Deficit	\$ 309.25
Interest paid city on moneys advanced before taxes were paid	446.02
Water Rates	10.13
Interest and sinking fund on book debentures issued by city council in 1906.....	3,694.00
Salaries—	
Staff	\$13,969.06
Janitor service	1,302.65
Extra assistance	119.40
	<hr/>
	15,391.11
Binding	341.65
Books	3,339.20
Periodicals	886.32
Printing	549.70

Caretaker's Supplies	91.08	
Furniture	31.00	
Fuel	1,595.13	
Insurance	85.40	
Lighting	342.10	
Miscellaneous	387.05	
Petty Cash	157.96	
Repairs	189.87	
Rent, West End Branch	360.00	
Stationery	411.45	
		<hr/> \$28,618.42
Deficit.....		<hr/> \$287.37

BUILDING ACCOUNTS FOR BRANCH LIBRARY

Receipts from Carnegie Corporation, New York—

Cheques amounting to	\$15,000.00
Premiums—exchange	226.47
	<hr/>
Total Receipts.....	\$15,226.47

Expenditure—

R. J. Mackey (building contractor).....	\$10,268.35
J. T. Blyth (plumbing and hot water heating).....	2,127.00
Ottawa Stair Works (library shelving).....	937.00
Lowe-Martin (furniture)	617.10
Marchand & Donnelly (electrical fixtures).....	170.10
Wm. Anderson (filling)	160.00
Cleghorn & Beattie (window shades).....	52.34
J. P. MacLaren (architect).....	799.85
Miscellaneous	94.73
	<hr/>
Total.....	\$15,226.47

CENTRAL LIBRARY—JUVENILE CIRCULATION, 1918

MONTHS	Non-fiction	Fiction	Pictures	Totals
January.....	1,329	1,862	174	3,365
February.....	1,308	1,651	235	3,194
March.....	1,625	2,255	136	4,016
April.....	1,769	2,212	134	4,115
May.....	1,361	1,697	182	3,240
June.....	914	1,436	20	2,370
July.....	868	1,473		2,341
August.....	829	1,428		2,257
September.....	722	1,115	124	1,961
October.....	516	687	19	1,222
November.....	951	1,235	59	2,245
December.....	992	1,482	62	2,536
	<hr/> 13,184	<hr/> 18,533	<hr/> 1,145	<hr/> 32,862

TOTAL CIRCULATION OF BOOKS, 1918

MONTHS	Non-fiction	Fiction	Schools	Totals
January	6,590	15,861	2,011	244,622
February	6,104	13,505	1,996	21,605
March	6,735	15,617	1,696	24,048
April	6,397	14,985	1,292	22,674
May	5,391	13,372	763	19,526
June	4,520	12,556	53	17,129
July	4,302	12,021	91	16,414
August	4,289	11,978	132	16,399
September	4,484	11,691	204	16,379
October	2,062	5,267	237	7,566
November	4,275	9,423	1,593	15,291
December	5,420	12,966	1,618	20,004
	60,569	149,242	11,686	221,497
Mounted Prints				1,145
Magazines				3,758
Grand Total				226,400

CENTRAL LIBRARY—ADULT CIRCULATION, 1918

MONTHS	Non-fiction	Fiction	Magazines	Totals
January	4,129	11,553	473	16,155
February	3,862	9,640	353	13,855
March	4,011	10,847	411	15,269
April	3,612	10,469	349	14,430
May	3,084	9,572	362	13,018
June	2,734	9,166	292	12,192
July	2,660	8,717	296	11,673
August	2,726	8,670	343	11,739
September	3,025	8,610	270	11,905
October	1,334	3,937	58	5,359
November	2,707	6,688	236	9,631
December	3,354	9,167	315	12,836
	37,238	107,066	3,758	148,062

READERS IN READING ROOMS, 1918

Juvenile Room	43,780
Reading Room	45,990
Reference Room	12,796
Ottawa South Branch	21,484
West End Branch	34,690
Total	158,740

CIRCULATION OF BOOKS—BRANCHES

Months.	Cambridge.			New Edinburgh.			Ottawa East.			Ottawa South				West End				Monthly totals of all the branches.
	Non-fiction	Fiction	Totals	Non-fiction	Fiction	Totals	Non-fiction	Fiction	Totals	Non-fiction	Fiction	Magazines	Totals	Non-fiction	Fiction	Magazines	Totals	
January.....	13	104	117	87	321	408	112	196	308	365	764	23	1,152	555	1,061	84	1,700	3,685
February.....	11	56	67	91	319	410	22	51	73	379	819	7	1,205	431	969	62	1,462	3,217
March.....	8	34	42	104	329	433	431	928	27	1,386	556	1,224	63	1,843	3,704
April.....	5	22	27	98	318	416	33	94	127	368	807	19	1,194	512	1,063	42	1,617	3,381
May.....	2	27	29	85	311	396	60	110	170	261	647	5	913	538	1,008	65	1,611	3,119
June.....	20	15	35	83	284	367	60	136	196	341	628	12	981	368	891	42	1,301	2,880
July.....	76	264	340	59	146	205	271	640	19	930	368	781	62	1,211	2,686
August.....	83	258	341	37	176	213	259	643	26	928	355	803	73	1,231	2,713
September.....	92	260	352	36	145	181	280	702	12	994	329	859	32	1,220	2,747
October.....	48	102	150	16	75	91	39	132	7	178	109	304	12	425	844
November.....	61	258	319	36	82	118	248	584	21	853	272	576	40	888	2,178
December.....	95	332	427	32	96	128	344	727	7	1,078	603	1,162	66	1,831	3,464
Totals.....	59	258	317	1,003	3,356	4,359	503	1,307	1,810	3,586	8,021	185	11,792	4,996	10,701	643	16,340	34,618